ZOOM ROOM TIPS

FIRST TIME GETTING CONNECTED INTO A ZOOM ROOM

The first time you connect your computer or phone to Zoom you will need to download some software. Allow 3 – 4 minutes the first time you connect on a computer or phone to zoom to get in.

You can also test out your computer or phone by going to:
http://zoom.us/test
Typically the first time you connect it will ask for your name and email. You do NOT need to setup a zoom account to login to a zoom meeting.

If on a phone you will want to download the Zoom app. Here is the logo to look for when searching for the Zoom app


GETTING CONNECTED INTO A ZOOM ROOM

Computer: Click on the link in the email sent and follow the prompts for logging in. It may download a small plugin and ask permission to do this. You may be asked for your name and email too at some point in the logging in process. Have these things handy in case you are asked for them while logging in.

- Zoom link (in email look for)
- Meeting code (in email look for)

Just before you get into the zoom meeting room you are asked about audio and how you are going to *listen in* to the meeting. Below is a typical screen with the options for audio. If you are on your computer and have speakers on you can use the blue highlighted option "join with computer audio" in the image below. You can test it out first to see how loud your sound is to do this press the "Test speaker and microphone".
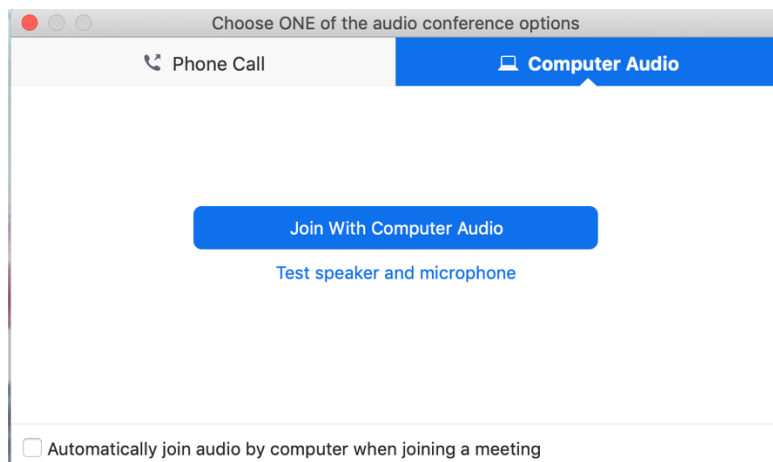
Another option is to call in on your phone and listen while watching on your computer screen. If you can to do that hit the "Phone Call" tab at the top and it will tell you the phone number to call in.

Once you are ready, hit the Join with Computer Audio or Phone Call and continue into the zoom room.

Phone In: Here are some options:

a. *Phone Screen watch and Listen with Phone Audio:* You can watch and listen to the entire meeting on your phone using the screen on your phone and phone audio controls. I recommend if you want to do this you download the app ZOOM Cloud Meetings. Go to your app store, it is free and search for zoom. Look for the one with this icon to be sure you get the correct one.


b. Dial in using a Landline or Cell Phone and Listen Only: You can listen in on the meeting or worship using your landline phone or cell phone. To do this look at the email sent out with the zoom information and there will be listed one or more phone numbers. They typically are a long distance number so you will need to incur any changes your phone carrier charges for long distance calls. You will need to have the following information when you call in:

- Meeting id – find the id in the email sent to you, usually 9, 10 or 11 digit number

You will enter the meeting id on the phone when prompted followed by the # sign. Then follow the audio instructions to listen in to the meeting or worship.

AUDIO AND VIDEO CONTROLS IN ROOM WITH A COMPUTER OR PHONE SCREEN

Once in a zoom room you can change your audio and video settings. They are in the **bottom left** corner. See image below.
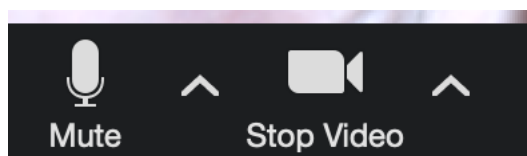
You should see a microphone icon (or headset for phone) for audio and a movie camera video icon for video. If you have a red slash marked through either the microphone or video camera icons then those are not active or turned on.

If you can't hear audio, test your audio by clicking on the up arrow to the right of the microphone or headset icon bottom left.

Audio - Audio options include doing a test of the audio. You can test your audio here if you are having problems either hearing or being heard by others. You can switch to phone audio here if you decide to change or go from phone to computer audio.

<u>Video</u> - Video options include changing the camera you are using and stopping the video of you visible in the room. Just click on the video camera icon and a red slash will appear.


VIEW ON SCREEN

How people in your room and the teacher fit on your screen. The control for this is the upper top right corner. Just click on it to switch between the two options below.

Options you have are:

<u>Gallery View</u> – see below an example. You will see everyone on your screen at once. They are resized into boxes on your computer screen. This is best for group meetings.
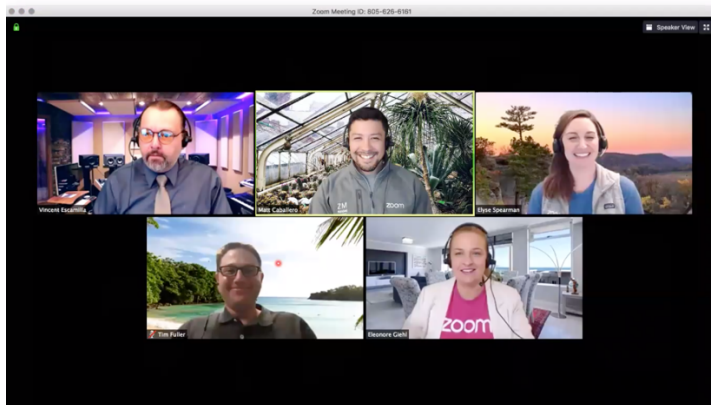
<u>Speaker View</u> – see below an example. You will see my screen, the teacher, will be in the center larger and everyone else will be smaller at the top of your screen. This is best for classes.
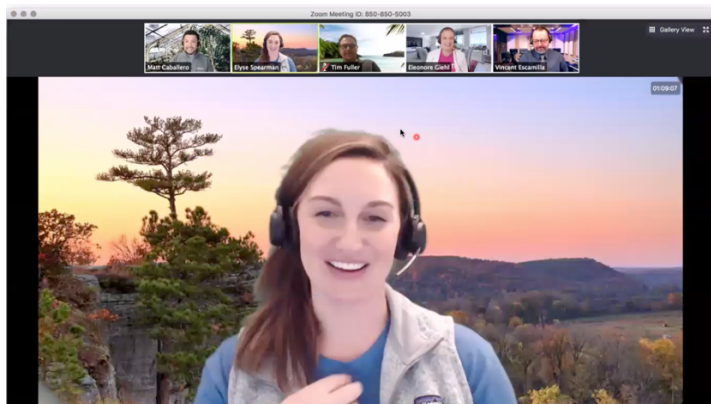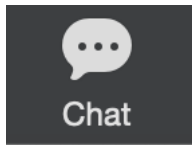

SEND A MESSAGE

You can send a message using the chat feature.

<u>Chat</u> – at the bottom of your screen you should see a chat bubble icon. Click on that to send a questions in the text screen that appears once you press the button.   You have the option to

send the message to everyone or just the host. Keep in mind the host may not see the message until done presenting.

PHONE CALL-IN CONTROLS (NOT USING VIDEO OR COMPUTER SCREEN)

If you are using your landline or cell phone without a screen to call in and listen, here are the controls you have to manage the call.

- *6 - Toggle mute/unmute
- *9 - Raise hand

MUTING AND UNMUTING

This is an important control to master. Know how to mute and unmute yourself on your phone or computer. Background noise is very distracting for everyone. While someone is speaking, it is best to mute yourself.

Refresher on mute controls

For phone: *6 toggles between mute and unmute
For computer screen audio: lower left of screen is audio icon – either microphone or headset icon. If there is a red slash when you mouse over that area, you are muted, if there is no red slash you are not muted. Just press the icon to toggle between mute and unmute.